



ReAp guidelines for ST

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1. Introduction

ReAp is an online system for the registration of research of applications for research funding. Researchers can only view their own applications, whereas department heads, project finance administrators, controllers and other relevant parties have access to an aggregated overview of the department's applications. This helps to provide a better overview of the department's future financial situation, while at the same time providing valuable information about success rates with various foundations. ReAp is also a platform where all the required documents for creating a project are gathered.

ReAp is accessed by department-specific links. Links are available on Science and Technology's staff page under "Økonomi på ST" -> Ansøgninger -> ReAp systemet til ansøgninger":

<http://medarbejdere.au.dk/index.php?id=1432395>.

After opening the link, you must enter a username and password. Here you should use the same login information that you use to log on to mit.au.dkyour AU computer. Please contact Bjørn Vinding Gulbech (bjornva@au.dk) if you are experiencing problems when login in.

2. ReAp front page

The front page is the first thing you see, and it looks like this:

RESEARCH APPLICATIONS

Department of Physics and Astronomy

You are logged in as: Bjørn Vinding Gulbech (bjornva@au.dk) [Log out](#)

[New application](#)

Quick find:

Show from year to

Show status: in preparation submitted second stage withdrawn accepted rejected

Show columns: dates applied amounts granted amounts yearly amounts attachments economists notes

[Reset filters](#)

Click on column headers to sort the rows.

Applicant	Grant source	Project title	Status	Approved by dept.	
Jeffrey S. Hangst	CARLSBERG	The ALPHA-g Project	submitted	<input type="checkbox"/>	Edit
Jonathan P. Merrison	FNU	Climate change on Mars	rejected	<input type="checkbox"/>	Edit
Lars Bojer Madsen	FNU	Attosecond transient absorption spectroscopy in molecules	submitted	<input type="checkbox"/>	Edit



Applications registered by the researcher can be seen here, and by ticking 'show dates', 'show applied' etc., further information about the applications may be viewed.

3. Creation of a new application in ReAp

Click 'New application' to register a new application. This takes you to the page where applications can be entered, which looks like this:

RESEARCH APPLICATIONS

Department of Physics and Astronomy

You are logged in as: Bjørn Vinding Gulbech (bjornva@au.dk), with administrator privileges [Log out](#)

Application ID	-
Applicant (AU email / AUID)	<input type="text"/>
Grant source [?]	<input type="text"/> <small>(please use the grant source suggestion list if possible)</small>
Overhead [?]	<input type="text" value="0"/> %
Project title	<input type="text"/>
Status	in preparation ▼
Application date [?]	<input type="text" value="dd - mm - åååå"/>
Next update expected [?]	<input type="text" value="dd - mm - åååå"/> ← specify date for next update
Project start	<input type="text" value="dd - mm - åååå"/>
Project end	<input type="text" value="dd - mm - åååå"/>
Applied amount total, incl. partners and overhead [?]	<input type="text" value="0"/> DKK
Applied amount to the dept., incl. overhead [?]	<input type="text" value="0"/> DKK
Application file (PDF or ZIP) [?]	<input type="button" value="Vælg fil"/> Der er ikke valgt nogen fil (current file: none)
Notes [?]	<input type="text"/>
Approved by dept. [?]	<input type="checkbox"/>
Economist [?]	<input type="text"/>

The fields which must be filled in are explained below in order of appearance.

- **Applicant:** the "Applicant" field is filled out automatically based on your login data. The field identifies the applicant. If this field is empty, it is due to the fact, that you have administrator-access. Enter the email-address of the applicant to associate the application with the applicant.



- **Grant source:** Select grant giver via the drop-down menu. If the grant giver is not listed, the name can be entered manually in the field. However, it is recommended that you check the list carefully before entering the name of the grant giver manually. This ensures the best possible master data.
- **Overhead:** Depending on the selected 'grant source', an overhead is generated. If, for example, you choose FSS, 44% will automatically appear in the 'overhead' field. If an incorrect overhead is generated, it is possible to enter the correct overhead in the field.
- **Project title:** The project title must be specified.
- **Status:** Enter the status of your application. If you are in the process of preparing your application, select 'in preparation'. If the application has been sent to the grant giver, select 'submitted'. It is also possible to specify 'second stage', 'withdrawn', 'accepted' and 'rejected' as status.
- **Application date:** State the date on which the application was sent.
- **Next update expected:** The date of the next update must be specified. You will usually know roughly when you can expect to receive a response to your application
- **Project start:** Specify the project start date.
- **Project end:** Specify the project end date.
- **Applied amount total, incl partners and overhead:** Specify the total amount applied for. This includes grant portions forwarded to partners and overhead. If you are a partner in a project, you must also state the total amount. It is possible to specify your share in the field below
- **Applied amount to the dept., incl overhead:** : Specify the amount applied for from the department. This must be exclusive of grant portions forwarded to partners
- **Application file:** The application must be uploaded as a PDF or zip file. The applicant and department head must sign the front page.
- **Notes:** Any comments can be added here, often as further information about 'agreements on coverage of fixed costs'. If, for example, you have indicated coverage of DKK 100,000 a year, then you can add text stating that it covers pay for xx technical and administrative staff members.
- **Approved by dept.:** The department head ticks this box once the application has been approved.
- **Economist:** State the name of the project finance administrator. The following link may be used if you are unsure about which project finance administrator is assigned:
<http://medarbejdere.au.dk/administration/oekonomi/oekonomi-paa-fakulteterne/oekonomi-paa-st/kontaktinformation/>.

Based on this information, the department's controller can follow up on who is responsible for creating the project, if the grant is awarded. **Ansøgningen gemmes ved at trykke 'save'**

4. Coverage of fixed cost

When entering the start and end dates, additional fields are generated to enter applied amounts for each year. If you are applying for 'inddækning' (coverage by external projects of the department's fixed costs¹) please specify the amount for each year.

¹ For example covering of own pay, technical and administrative staff, infrastructure etc.



In the screenshot below, 1 /1-2017 is entered as the start date and 31/12-2019 as the end date. Here, fields are generated for 2017, 2018 and 2019, where applied coverage of fixed costs for the respective years can be stated:

Project start	<input type="text" value="01 - 01 - 2017"/>
Project end	<input type="text" value="31 - 12 - 2019"/>
Applied amount total, incl. partners and overhead [?]	<input type="text" value="0"/> DKK
Applied amount to the dept., incl. overhead [?]	<input type="text" value="0"/> DKK
Applied amount to the dept., incl. overhead, 2017 [?]	<input type="text" value="0"/> DKK
Applied amount to the dept., incl. overhead, 2018	<input type="text" value="0"/> DKK
Applied amount to the dept., incl. overhead, 2019	<input type="text" value="0"/> DKK
Applied coverage of fixed costs 2017 [?]	<input type="text" value="0"/> DKK
Applied coverage of fixed costs 2018	<input type="text" value="0"/> DKK
Applied coverage of fixed costs 2019	<input type="text" value="0"/> DKK

5. Acceptance/rejection of an application

If the application is rejected, the applicant should update the 'status field' to 'rejected'. If the application is accepted, the 'status field' should be updated to 'accepted'. Changing the status to accepted generates the 'granted fields' below:

- **Granted amount total, incl partners and overhead:** Enter the total amount granted. This includes grant portions forwarded to partners and overhead. If you are a partner in a project, you must also state the total amount. It is possible to specify your share in the field below.
- **Granted amount to the dept., incl overhead:** : Enter the amount granted to the department. This must be exclusive of grant portions forwarded to partners.

In addition to the above, enter 'granted coverage of fixed cost' per year.

- **Grant acceptance file:** If the grant is awarded, the grant letter must be uploaded.
- **Navision number:** filled out by the economist when the project is created in Navision (the economy system).



If there are any changes in relation to the application, these should be corrected in the relevant fields. For instance: project start or project end.

6. Example on how to enter an application

Below you can see an example of an entered application for a total of DKK 3 million from FNU. DKK 500K must be forwarded, meaning that DKK 2,5 million goes to the department. The project should ideally start on 1 July 2017 and end two years later. A total amount of DKK 250K goes to the coverage of fixed costs, and a response from FNU is expected at the end of May, which is why the updated status is set to 1 June. The application is attached as a PDF file with relevant signatures. The name of the project finance administrator is stated.



Department of Physics and Astronomy

You are logged in as: Bjørn Vinding Gulbech (bjornva@au.dk), with administrator privileges [Log out](#)

Application ID	006849
Applicant (AU email / AUID)	<input type="text" value="bjornva@au.dk"/> (Bjørn Vinding Gulbech)
Grant source ?	<input type="text" value="Forskningsrådet for Natur og Univers (FNU)"/> <small>(please use the grant source suggestion list if possible)</small>
Overhead ?	<input type="text" value="44"/> %
Project title	<input type="text" value="Test projekt"/>
Status	<input type="text" value="submitted"/>
Application date ?	<input type="text" value="01-10-2016"/>
Next update expected ?	<input type="text" value="01-06-2017"/>
Project start	<input type="text" value="01-09-2017"/>
Project end	<input type="text" value="31-08-2019"/>
Applied amount total, incl. partners and overhead ?	<input type="text" value="3.000.000"/> DKK
Applied amount to the dept., incl. overhead ?	<input type="text" value="2.500.000"/> DKK
Applied amount to the dept., incl. overhead, 2017 ?	<input type="text" value="500.000"/> DKK
Applied amount to the dept., incl. overhead, 2018	<input type="text" value="1.000.000"/> DKK
Applied amount to the dept., incl. overhead, 2019	<input type="text" value="1.000.000"/> DKK
Applied coverage of fixed costs 2017 ?	<input type="text" value="50.000"/> DKK
Applied coverage of fixed costs 2018	<input type="text" value="100.000"/> DKK
Applied coverage of fixed costs 2019	<input type="text" value="100.000"/> DKK
Application file (PDF or ZIP) ?	<input type="button" value="Vælg fil"/> Der er ikke valgt nogen fil (current file: Ansøgning - Test projekt.pdf)
Notes ?	<input type="text" value="De 250.000 der er angivet som inddækning skal finansiere TAP, Niels Nielsen"/>
Approved by dept. ?	<input type="checkbox"/>
Economist ?	<input type="text" value="Maja Bay Christiansen"/>
Move application to other department ?	<input type="text" value="(leave unchanged)"/>

7. Example on how to update an application

Below is an example of a typical update of an application. Here, the status is changed to 'accepted'. The grant letter has been uploaded and any corrections have been made. In this example, the start and end date has been corrected. The amount applied for is granted, and the following fields must be completed:



Department of Physics and Astronomy

You are logged in as: Bjørn Vinding Gulbech (bjornva@au.dk), with administrator privileges [Log out](#)

Application ID	006849
Applicant (AU email / AUID)	<input type="text" value="bjornva@au.dk"/> (Bjørn Vinding Gulbech)
Grant source ?	<input type="text" value="Forskningsrådet for Natur og Univers (FNU)"/> <small>(please use the grant source suggestion list if possible)</small>
Overhead ?	<input type="text" value="44"/> %
Project title	<input type="text" value="Test projekt"/>
Status	<input type="text" value="accepted"/>
Application date ?	<input type="text" value="01-10-2016"/>
Project start	<input type="text" value="01-09-2017"/>
Project end	<input type="text" value="31-08-2019"/>
Applied amount total, incl. partners and overhead ?	<input type="text" value="3.000.000"/> DKK
Applied amount to the dept., incl. overhead ?	<input type="text" value="2.500.000"/> DKK
Applied amount to the dept., incl. overhead, 2017 ?	<input type="text" value="500.000"/> DKK
Applied amount to the dept., incl. overhead, 2018	<input type="text" value="1.000.000"/> DKK
Applied amount to the dept., incl. overhead, 2019	<input type="text" value="1.000.000"/> DKK
Applied coverage of fixed costs 2017 ?	<input type="text" value="50.000"/> DKK
Applied coverage of fixed costs 2018	<input type="text" value="100.000"/> DKK
Applied coverage of fixed costs 2019	<input type="text" value="100.000"/> DKK
Granted amount total, incl. partners and overhead ?	<input type="text" value="3.000.000"/> DKK
Granted amount to the dept., incl. overhead ?	<input type="text" value="2.500.000"/> DKK
Granted amount to the dept., incl. overhead, 2017 ?	<input type="text" value="500.000"/> DKK
Granted amount to the dept., incl. overhead, 2018	<input type="text" value="1.000.000"/> DKK
Granted amount to the dept., incl. overhead, 2019	<input type="text" value="1.000.000"/> DKK
Granted coverage of fixed costs, 2017 ?	<input type="text" value="50.000"/> DKK
Granted coverage of fixed costs, 2018	<input type="text" value="100.000"/> DKK
Granted coverage of fixed costs, 2019	<input type="text" value="100.000"/> DKK
Application file (PDF or ZIP) ?	<input type="button" value="Vælg fil"/> Der er ikke valgt nogen fil (current file: Ansøgning - Test projekt.pdf)
Grant acceptance file (PDF or ZIP)	<input type="button" value="Vælg fil"/> Der er ikke valgt nogen fil (current file: Tilsgaansbrev - Test projekt.pdf)
Notes ?	<input type="text" value="De 250.000 der er angivet som inddækning skal finansiere TAP, Niels Nielsen"/>
Approved by dept. ?	<input type="checkbox"/>
Economist ?	<input type="text" value="Maja Bay Christiansen"/>
Navision number	<input type="text" value="26000"/> (filled in by economist)
Move application to other department ?	<input type="text" value="(leave unchanged)"/>
<input type="button" value="Save"/> <input type="button" value="Delete"/> <input type="button" value="Cancel"/>	

When 'Save' is clicked at the end, the application is saved. Once the project finance administrator has created the project, he/she enters the project number in ReAp, and the registration is complete.